



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

INVESTIGATOR MANAGER

Job Number: 20001908

Job Code: 98890V150416

Job Group: 9800 - LAW

Job Established: 04/16/1997

Job Revised: 04/16/2015

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides overall management for all sections and units within an investigative branch and under provisions of KRS 446.010(31) and KRS Chapter 431, performs professional level work in the investigation and enforcement of Kentucky and/or federal laws; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have six years experience in the field of investigative law enforcement or a related field of investigation.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience as a sworn law enforcement officer will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license prior to appointment in this classification. Must be at least twenty-one years of age. Employees in this classification are subject to the provisions of KRS Chapter 15 and 503 KAR 1:140 relating to peace officer certification as administered by the Kentucky Law Enforcement Council. Must maintain a valid driver's license for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains a valid driver's license. For additional information please refer to: <http://www.lrc.state.ky.us/KRS/015-00/382.PDF>

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides overall management for all sections and units within an investigative branch to assure economical and efficient operations. Conducts the most complex and sensitive investigations involving the search, surveillance and apprehension of persons suspected of violating state and/or federal laws including, but not limited to, controlled substance enforcement, medicaid fraud, welfare fraud, election fraud, public corruption, sex offenses, violent crime, environmental crime and other illegal activities. Enforces departmental rules, regulations and policies and makes recommendations in the development or revision of the same. Reviews case reports for completeness and accuracy and recommends investigative procedures. Reviews affidavits and search warrants for content, probable cause and format. Interviews witnesses and defendants. Searches for physical evidence. Seizes contraband. Secures and serves search warrants, subpoenas and summons. Makes physical arrests as required by law and indicated by circumstances. Carries a concealed firearm and may be required to use deadly force. Inspects records and documents. Testifies and presents evidence before grand juries, courts and administrative bodies. Catalogues, marks and secures evidence. Assists in the review and compilation of records and reports. Abides by departmental rules, regulations and policies in performing investigative work.

UNIQUE PHYSICAL REQUIREMENTS:

May be exposed to dangerous situations and make physical arrests. Heavy lifting may be required.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

May work irregular hours due to nature of investigative work. Will be required to travel in the course of investigations. Works in all types of weather.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.